

Colchester Dog Park Sub-committee Meeting Minutes
March 9, 2010
7:00pm
Town Hall

Attendees: Keith Kelley, Amanda Nelson, Tom Nelson, Ginny Rogowski, Linda Akerman-Shoemaker, Janice Felciano, Kim Previti

1. Call Meeting to Order – 7:07pm
2. Citizen Comments - None
3. Approve minutes - Approved
4. Treasurer Report (Amanda) - \$32,348 after withdrawals
 - a. Brick sales: 72 small bricks, 19 large bricks for a total of \$4414.28 raised via brick sales
 - b. In order to install Bricks for Grand Opening we will place a Brick order May 15th, all bricks ordered prior to this date will be engraved and installed for the grand opening, all bricks ordered after May 15th will be engraved and installed in the Fall and semi annually after that (in the spring and fall)
5. Grand Opening
 - a. Date: July 18th
 - b. Sponsorship Opportunity (Attached to agenda) – Committee reviewed and approved the SO, the SO will be presented to the Board of Selectmen for approval on Thursday March 18th.
 - c. Event Plan (Attached to agenda) – event planning document was discussed and will be updated with feedback from the committee, we will also add a section detailing the parking plan for the Grand Opening.
 - i. Parking: Volunteers and vendors will be asked to unload at the Dog park, then park at the Transfer station and walk back, there will be limited vendor parking along the side of the Dog park. Visitors will be able to park at the Dog park, in the Highway department staging area, across the road from the Dog Park entrance at the CL&P transformer station and along the road. Since the event will be held on a Sunday the traffic at that end of the road will be for the Grand Opening event and we will have volunteers to direct traffic and parking.
 - ii. Once the SO is approved we can look for sponsors and vendors
 - iii. Food vendors will need to get temporary permits from the health department
 - iv. The Grand Opening committee will need to get an event permit from the Parks and Rec department.
 - v. For the event we will have porta potties, the cost of having a porta potty for the 1 day event is the same for the entire month, so we will have the porta potty at the site for the 2 weeks before and 2 weeks after the Grand Opening, the committee also discussed having a porta potty on site for construction and for the rest of the summer at a month rate of about \$125 per month.
6. Site Report
 - a. Fence Bidding
 - i. Reverse Auction Scheduled for Mar 17th
 - ii. Sealed bids due by April 1st – once the bids have been unsealed the committee will meet to go over the bids and select a vendor
 - iii. Work to be done between April 26th and May 28th
 - b. Driveway Bidding
 - i. Looking for Contractor to grade road -Tom to follow up with the QVEA
 - ii. Need 125 cubic yards of imported fill materials – looking for donations and Keith will contact local vendors to get quotes

- iii. Need 60 Cubic yards of Gravel – looking for donations and Keith will contact local vendors to get quotes
 - c. Site prep work
 - i. March – April
 - ii. Will need volunteers to work on the field to smooth surface and fill holes for fence installation – Keith will work with Jay to get a PO for a bobcat to assist with site prep
 - iii. Volunteers to be coordinated via e-mail when the ground thaws -
- 7. Upcoming Events
 - a. Spring events – Tag sale on the Green – Ginny has submitted our registration for the Tag Sale on the green
- 8. Next Steps
 - a. Keith filled out the documentation requesting a donation from the Lions club and submitted for their review
- 9. General Comments
 - a. The following Items will be needed for the Grand Opening of the Park, if you would like to donate any items please contact Keith Kelley via e-mail at Keith.kelley@pfizer.com or phone number at 860-836-8526.
 - i. Structural Fill
 - ii. Gravel
 - iii. Sand for walkway and bullpen
 - iv. Stone Dust for walkway and bullpen
 - v. Trash Cans
 - vi. Pavers\bricks for walkway and bullpen
 - vii. Poop Scoops
 - viii. Dog Toy's (ropes, tennis balls, chuck-it's, kongs)
- 10. Next Meeting – Apr 13th, Town Hall at 7PM